

Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

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RFQ – 25/26 – 0002(i)

APPOINTMENT OF A SERVICE PROVIDER FOR PURCHASING OF UNIFORM AND PROTECTIVE CLOTHING FOR INHOUSE SECURITY OFFICERS DEPLOYED IN THE DEPARTMENT

Issued by:

Province of the Eastern Cape
Department of Social Development

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Private Bag X0039
Bisho
5605

Name of Company/Bidder: _____

CSD/Supplier Number: MAAA _____

Company/Bidder's Tel/Cell: _____

Company Email Address: _____

NON-COMPULSORY BRIEFING SESSION:

DATE: 21 OCTOBER 2025, AT 10H00

MEETING INFORMATION:

Meeting ID: 376 157 374 743 2
Passcode: 2sq2Xc27

Dial in by phone
+27 21 827 6273, 878632638# South Africa, Cape Town
Find a local number
Phone conference ID: 878 632 638#

QUOTATIONS MUST BE SUBMITTED BY 11H00 ON 28 OCTOBER 2025 IN THE TENDER BOX AT: DEPARTMENT OF SOCIAL DEVELOPMENT OFFICES, SITUATED AT 7 ALBERTINAH SISULU HOUSE, BEATRICE STREET, KING WILLIAMS TOWN

Closing Date: 28 OCTOBER 2025

Closing Time: 11H00

RFQ-25/26 – 0002(i)

Building a Caring Society. Together



HEAD OFFICE – SUPPLY CHAIN MANAGEMENT

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SPECIFICATION FOR PURCHASING OF UNIFORM AND PROTECTIVE CLOTHING FOR INHOUSE SECURITY OFFICERS DEPLOYED IN THE DEPARTMENT

1. BACKGROUND

- 1.1. The Department in addressing compliance matters relating various pieces of legislation and collective agreements the Department needs to embark on a process for the procurement of uniform and protective clothing for the in-house security contingent. Based on compliance with the Regulations relating to the Private Security Industry Regulations Act, 2001 the Department must procure uniform that is designated to the Department and is not resembling of any Government security forces viz South African Police Services, South African National Defense Force.
- 1.2. The Department of Social Development therefore calls for the measuring, supplying, branding, individual packaging and delivering of security uniform and related protective clothing from locally produced or locally manufactured textiles, clothing, leather and footwear from local raw material or input will be considered for the in-house security contingent.
- 1.3. Service providers are hereby invited for the supply and delivery of uniforms and protective clothing for approximately 74 staff members of the Department of Social Development who perform in-house security services on a firm price. The uniforms and protective clothing will be for men and women.

2. SCOPE OF WORK:

- 2.1. The successful service provider will be expected to design, measure, supply, brand, package and deliver uniforms and protective clothing for approximately 74 staff members of the Department who perform in-house security services. The uniforms must be for men and women as specified and quantified on the pricing schedule, Annexure A. Description of the uniforms and protective clothing:

2.1.1. OFFICE WEAR

- 2.1.1.1. Shirt (short and long sleeves)
- 2.1.1.2. Blouses (shot and long sleeves)
- 2.1.1.3. Long pants
- 2.1.1.4. Skirts with lining
- 2.1.1.5. Socks
- 2.1.1.6. Stockings
- 2.1.1.7. Shoes (Parabellum type)
- 2.1.1.8. Jersey
- 2.1.1.9. Pullover
- 2.1.1.10. Web belt



- 2.1.1.11. Tie
- 2.1.1.12. Sun hat / peak cap
- 2.1.1.13. Epaulettes
- 2.1.1.14. Raincoat (Two piece)

2.1.2. COMBAT WEAR

- 2.1.2.1. Combat shirts
- 2.1.2.2. Combat trouser
- 2.1.2.3. Windbreaker
- 2.1.2.4. Socks
- 2.1.2.5. Combat boots
- 2.1.2.6. Beanie
- 2.1.2.7. Gloves
- 2.1.2.8. Scarf

2.2. QUANTITIES OF SPECIFIC ITEMS

- 2.2.1. If tenders are called for a specific number of items, the Department reserves the right to change the number of such items to be higher or lower. Should the Department call for an increase in quantities then only the firm price per item tendered will be considered. The successful service provider will then be given an opportunity to evaluate the new scenario and inform the Department if it is acceptable.

2.3. COLOR SPECTRUM

Primary Colors:

Brown

CMYK: 32c * 59m * 96y * 19k

RGB: 152r * 101g * 44b

PANTONE: 730

CMYK: 0c * 12m * 24y * 9k

RGB: 233r * 207g * 179b

PANTONE: 726

Secondary Colors:

Dark Beige

CMYK: 0c * 20m * 44y * 20k

RGB: 209r * 173g * 127b

PANTONE: 728

CMYK: 10c * 27m * 43y * 4k

RGB: 218r * 179g * 142b

PANTONE: 727

Red Brown

CMYK: 0c * 35m * 100y * 25k

RGB: 179r * 138g * 16b



2.4. DELIVERY AND LOGISTICAL ARRANGEMENTS

- 2.4.1. Personnel must be measured and fitted at the following sites on a date pre-arranged and mutually agreed upon between the Department and the successful service provider:
 - 2.4.1.1. Lulama Futchane Child and Youth Care Center, Burgersdorp
 - 2.4.1.2. Qumbu Child and Youth Care Center, Qumbu.
 - 2.4.1.3. John X Merriman Child and Youth Care Center, East London
- 2.4.2. The successful service provider must supply and deliver the products to the Department of Social Development within Sixty (60) days from the date of approving the design by the Department at the Provincial Office, in Qonce/Bhisho.
- 2.4.3. All deliveries must be accompanied by a delivery note stating the official order number against which the delivery has been affected.
- 2.4.4. Each staff member's uniform items must be individually packed in suitable plastic packaging that is clearly marked with his/her name.
- 2.4.5. Deliveries not complying with the product specifications and official order will be returned to the service provider at the service provider's expense.

2.5. SAMPLES

- 2.5.1. Shortlisted service providers will be communicated to as to provide samples of identified selected items.
- 2.5.2. Samples must be presented as per the specified list of items as indicated under "minimum requirements" specified in annexure A. When presented, samples must be supplied and delivered at the offices of the Supply Chain Management Unit at the Department of Social Development, Albertina Sisulu House, 7 Beatrice Street, Office nr. G5, Qonce (KWT), within a period as mutually agreed upon.
- 2.5.3. Cognizance should be taken that failure to submit samples of items within a period as mutually agreed upon and/or submission of samples that do not meet the minimum requirements, will lead to the disqualification of the service provider in respect of the specific item(s).
- 2.5.4. Samples of non-successful service providers can be collected after awarding of contract(s) to the successful service provider.

2.6. LOGO



SECURITY

- 2.6.1. It is required that the emblem/logo and title of the Department of Social Development should be embroidered onto the clothing as required. The design will be supplied electronically to the successful service provider in pdf or jpg format.



2.7. DESIGN / TECHNICAL PACK

- 2.7.1. The successful service provider is required to submit designs of the uniform and provide computer assisted designs as part of the technical packs for consideration and approval by the Department.
- 2.7.2. The successful service provider is required to supply technical packs for each approved items to the Department in one (1) colored printed copy and one (1) soft copy on a memory stick.

3. COMPETENCIES AND EXPERTISE REQUIRED

3.1. The Service provider must:

- 3.1.1. Have concluded three (3) projects within the last three (3) years in designing and supplying of uniform and protective clothing. (Submit letters from references as proof clearly indicating number of sets of uniform provided and that service was rendered to the required standard and quantity and submit three **(3) verifiable contactable references** detailing the scope of work performed.) The reference letter must be the same as those indicated on Annexure B (Complete Annexure B).
- 3.1.2. The goods must strictly be manufactured in South Africa, including raw material. The bidder must provide details of the manufacturing facility by completing the attached form marked "Annexure C". Any false information will lead to the disqualification of the bidder or cancellation of a contract.

3.2. Subcontracting

- 3.2.1. The Service provider shall not subcontract the whole of the contract.
- 3.2.2. Except where otherwise provided by the Contract, the Service provider shall not subcontract any part of the Contract without the prior written consent of the Department, which consent shall not be unreasonably withheld.
- 3.2.3. Any consent granted or appointment of a subcontractor shall not imply a contract between the Department and the subcontractor, or a responsibility or liability on the part of the Department to the subcontractor and shall not relieve the Service provider from any liability or obligation under the Contract and he/she shall be liable for the acts, defaults and neglects of any subcontractor, his/her agents or employees as fully as if they were the acts, defaults or neglects of the Service provider, his/her agents or employees.

3.3. Patent Rights

- 3.3.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Department.
- 3.3.2. When designing uniform for the Department, the intellectual, copy and patent rights or ownership of such uniforms and documents will vest in the Department.

3.4. Insurance

- 3.4.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

4. CONTRACT PERIOD

- 4.1. The contract will be for a period of twelve (12) months or until all items have been delivered whichever is the earlier. The commencement date of the contract will be agreed upon with the



successful service provider. The successful service provider will sign a Service Level Agreement with the Department.

5. MANAGEMENT REPORTING REQUIREMENTS

- 5.1. The successful service provider will be required to present technical packs to the Departments Deputy Director: Security Management for approval and sign off prior manufacturing of garments.

6. WORK PLAN, ACTIVITIES, DATES AND DELIVERABLES

- 6.1. The successful service provider will be required to submit a comprehensive and detailed project plan to indicate expected lead times for each item to indicate the process of completion and the expected delivery date within the required timeframe.

NB. A service provider that does not include the pricing schedule as requested will be disqualified.

7. CONTRIBUTION BY THE DEPARTMENT

- 7.1. The Department undertakes to make the following available to the successful service provider in order to facilitate service delivery in terms of the RFQ:
- 7.1.1. Avail participating officials to be issued with uniform and protective clothing on the dates agreed to for measuring at the respective sites.
 - 7.1.2. Provide the logo in jpeg format to the successful service provider.
 - 7.1.3. Provide a name list of all participating officials per site to the successful service provider.

8. BRIEFING SESSION

- 8.1 The Department will conduct a non-compulsory virtual briefing session to enable all interested service providers to discuss the scope of work and services to be rendered to assist in the submission of a competitive RFQ. The briefing session date and time are indicated in the advertisement.

9. DOCUMENTS TO BE SUBMITTED

- 9.1 The following documents must be submitted together with the RFQ documents -
- 9.1.1 Provide a list of at least three (3) references for previous services of this nature rendered with client satisfaction. Reference letters must be of the same projects as those indicated in Annexure B.
 - 9.1.2 Successful service provider will be required to submit the technical specification pack inclusive of computer assisted designs for each item within 30 days from award for approval by the Department.
- 9.2 Failure to submit these documents will result in disqualification or cancellation of contract.

10. PRICING

- 10.1 Service providers must submit quotations which include all the costs for the completion of the full service.
- 10.2 Prices must be inclusive of VAT. If not confirmed, the Department will assume that the price quoted is inclusive of VAT. The Department does not pay VAT to service providers that are not registered



- with SARS as VAT vendors. It is compulsory for service providers with taxable supplies exceeding R1,000,000.00 (excluding VAT) in a 12-month period to register for VAT.
- 10.3 Service providers must ensure that there are no errors in the prices quoted.
 - 10.4 Prices must be valid and fixed for the full duration of the period.
 - 10.5 The successful service provider will not be allowed to submit any claims for an increase to the amounts tendered or any additional payments.
 - 10.6 For proper evaluation purposes it is obligatory that the prescribed pricing schedule must be completed in full and signed.
 - 10.7 If any product will be provided at no charge, in such an instance the price should be indicated on the prescribed pricing schedule as R0.
 - 10.8 Pricing schedules that have not been completed in full for a specific item will be regarded as non-responsive in respect of that specific item.
 - 10.9 Prices for products must be market related, and no excessive prices will be accepted by the Department.
 - 10.10 The prices quoted must include design, supply, delivery, all labour, transport, consumables, disbursements and all related costs of rendering the required services, without any hidden costs.
 - 10.11 Prices quoted in the prescribed pricing schedules **MUST BE UNIT PRICES**.
 - 10.12 Cognisance should be taken that the Department is under no obligation to order the estimated number of items as indicated in this request for tender.

11. PAYMENT

- 11.1 Payments will be made in two batches, 1 after approval and supply of the design and the technical specification pack and 2 on successful delivery of the uniform. Payment of 1 trench will be limited to the amount quoted for supply of design and technical specification pack inclusive of VAT.
- 11.2 The successful service provider will bill the Department after these services have been rendered.
- 11.3 Payment will be made within 30 days of submission of a properly completed invoice and a report detailing the services and items delivered. The successful service provider will have to provide proof of services rendered (e.g. signed delivery note by Deputy Director: Security Management).

12. PROTECTION OF PERSONAL INFORMATION

- 12.1 In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ, you are consenting to the processing by the Department or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify the Department against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.
- 12.2 In obtaining personal information of Departmental officials through the requirements of the RFQ you consent that the information gathered will only be used for the purposes of providing the necessary costing relating to the RFQ and will obtain consent from each official providing data relating themselves. Protection of this data / information must comply to condition 7 of the Protection of Personal Information Act, 2013 and Regulations.



13. SPECIAL CONDITIONS:

- 13.1 Service providers must be registered in the Central Supplier Database (CSD). If not registered, service providers must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a service provider that is not registered on the CSD. Service providers must attach confirmation of Bank details.
- 13.2 Provide a minimum of three (3) references for previous similar work conducted with client satisfaction. Reference letters must be of the same projects as those indicated in Annexure B.
- 13.3 Fully complete annexure A, B and C.
- 13.4 Successful service provider will be required to submit the technical specification pack inclusive of computed assisted design for each item within 30 days from award for approval by the Department.
- 13.5 The Service provider shall not subcontract the whole of the contract.

30/09/2025

Mr. T K. Moyiya
Chief Director: Corporate Services



14. EVALUATION CRITERIA:

Evaluation criteria: The evaluation of the RFQs will be conducted as follows:

- **“Administrative compliance”**
 - Service providers that do not meet the Administrative compliance will not be eligible for further evaluation and will be deemed as non-responsive.
- **Sample evaluation**
 - This applies only to the shortlisted service providers. Shortlisted service providers that fail to comply with requirements in 14.2 below will be eliminated.
- **Evaluation in terms of 80/20 preference point system**
 - The evaluation will be performed on 80/20 principles as provided in Preference Procurement Policy Framework Act (PPPFA).
 - Price=80 points, Specific Goals=20 points.

14.1 Pre-qualification criteria “Administrative compliance”:

- 14.1.1 Copy of signed agreement in the case of a Joint Venture / Consortium clearly indicating roles and responsibilities in accordance with conditions stipulated in paragraph 12.1;
- 14.1.2 Completed and signed SBD 4.
- 14.1.3 Completed Annexure A and B.
- 14.1.4 Provide a minimum of three (3) references for previous similar work conducted with client satisfaction. (Submit reference letters which must be of the same projects as those indicated in Annexure B.)

14.2 Sample evaluation

- 14.2.1 Shortlisted service providers will be communicated to as to provide samples of identified selected items as per the specified list of items as indicated under “minimum requirements” specified in annexure A. When requested, samples must be supplied and delivered at the offices of the Supply Chain Management Unit at the Department of Social Development, Albertina Sisulu House, 7 Beatrice Street, Office nr. G5, Qonce (KWT), on or before the date indicated on the request.
- 14.2.2 Included in the submitted samples must be a detailed fabric composition table for each item.

N.B: Failure to fully comply with the pre-qualification criteria to the satisfaction of the department may lead to the automatic disqualification of Request for Quotation (RFQ).

14.3 Evaluation as per PPPFA

RFQ proposals will be evaluated in accordance with the 80/20-preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). RFQs will be evaluated on price and specific goals.



Matrix for evaluation	Number of points
PRICE	80
Specific Goals	
▪ Gender	6
▪ No franchise	1
▪ Disability	3
▪ Youth	2
• Promotion of enterprises located in the Eastern Cape Province.	8
TOTAL POINTS FOR SPECIFIC GOALS	100

NOTE:

- In order to obtain preference points for specific goals, bidders must complete SBD 6.1.
- Locality will be confirmed as follows:
 - a. The preferred address on CSD is the only address to be considered provided the address was updated on CSD on date prior to the invitation to bid was published.
 - b. If the preferred address on CSD was updated on a date after publication of the invitation to bid, then the address registered on CIPC will be used as the only address to consider for awarding of locality points; OR
 - c. A lease agreement where offices are leased together with evidence (Bank statement) that rental has been paid for at least 3 months prior to the invitation to bid was published; OR
 - d. Copy of water and lights account from the municipality (Municipal Account, not a councilor's letter) or Eskom statement. The proof of address must be in the name of the company.
 - e. In case of a joint venture, the preferred address on CSD will be considered provided the JV partner has more than 50% interests in the JV,
- In order to be awarded points for disability, a document confirming permanent disability from a registered medical doctor must be submitted together with this bid.
- In order to be awarded points for no franchise (black ownership), the bidder must have had no franchise prior to the introduction of the 1983 and 1993 Constitutions.

15. RFQ POLICIES, PROCEDURES, TERMS AND CONDITIONS

In addition to those stipulated in any other sections of the RFQ documents, service providers must be especially aware of the following terms and conditions:

- a) Quotations are valid for 90 days.
- b) Service providers must be registered in the Central Supplier Database (CSD). If not registered, service providers must ensure that they are registered before submission of their quotations. Supplier registration may be performed online at the National Treasury's website, www.treasury.gov.za. The Department will not award a contract to a service provider that is not registered on the CSD.
- c) Service providers must complete the preferential points claim forms in order to claim preference points.



- e) The Department reserves the right to verify the validity of the Tax Clearance Certificate before the signing of the contract and shall be entitled to cancel the contract in the event that the service providers Tax Affairs not being in order and or the service provider not having made suitable arrangements with SARS to settle outstanding tax obligations.
- f) The Department may, if necessary, negotiate a market related price.
- g) The Department reserves the right not to award a RFQ to a service provider that has failed to perform in a contract previously awarded to it by the Department.
- h) This RFQ is subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract.
- i) Service providers must submit, on a company letterhead, a resolution stating the official with authority to sign on behalf of the company

16. CONSORTIUM /JOINT VENTURE

It is recognized that service providers may wish to form consortia to provide the Services.

in response to this invitation to RFQ, by a consortium must comply with the following requirements:

- 16.1 Copy of agreement signed by all the members must be submitted. One of the members must be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members. The lead member must be the only authorized party to make legal statements, communicate with the Department and receive instructions for and on behalf of any and all the members of the Consortium.
- 16.2 All parties must be registered on CSD.

17. DISCLAIMER

- 17.1 Whilst all due care has been taken in connection with the preparation of this RFQ, the Department makes no representations or warranties that the content in this RFQ or any information communicated to or provided to service providers during the procurement process is, or will be, accurate, current or complete. The Department, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
- 17.2 If a service provider finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in the RFQ or any other information provided by the Department (other than minor clerical matters), the service provider must promptly notify Department in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the Department an opportunity to consider what corrective action is necessary (if any)


MR V DLOVA
DIRECTOR: SUPPLY CHAIN MANAGEMENT

08/10/25
DATE

ANNEXURE A – PRICING SCHEDULE FIRM PRICING

ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
OFFICE WEAR								
Full length Stockings	Light Beige	100% Polyamide - Panty and toe sections: micromesh knitted structure. - Leg sections: micromesh knitted structure. - Gusset: cotton - Waistband: to include elastomeric yarns				18 x 10 pairs each		
Socks short (calf length)	Dark Beige	37% mohair, 37% wool, 25% nylon and 1% lycra. - Chemically treated to protect from odour - Natural fire composition allows the feet to breath - Superabsorbent mohair - One size fit all				49 x 5 pairs each		
Parabellum type Shoes or similar	Brown	- Comply with SABS - Black lace up - Square box toe - Genuine leather uppers - Stitched through welted sole - Inner soles-soft comfort sock - Parabellum sole				67 x 1 pair each (49 male & 18 female)		

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Long sleeve shirt/blouse	Two tone: Light Beige Red Brown	- Fabric: 65/35 polyester cotton poplin - Military style 2 breast pockets - Fused stiff collar - Shoulder straps for epaulettes - Miltred flaps with mock button closure - Velcro tipped flaps 4 holes buttons - Pen hole slit				18 x 3 blouse each 49 x 3 shirt each		
Short sleeve shirt/blouse	Two tone: Light Beige Red Brown	- Fabric: 65/35 polyester cotton poplin - Glad neck collar 2 breast pockets - Shoulder straps for epaulettes - Miltred flaps with mock button closure - Velcro tipped flaps 4 holes buttons - Pen hole slit	Departmental logo - left chest		Initials & Surname & SA Flag - right chest	18 x 3 blouse each 49 x 3 shirt each		



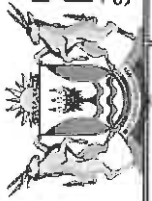
ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Skirts	Dark Beige Red Brown piping	• Fabric composition: 55/45 trevira/wool-plain weave, 270gm/m2 • Plain waistband with 62mm belt loops • Back zip closure with button • Bottom of skirt blind stitched • All stress points bartacked • Fully lined • Length = below knee • One-piece front with 2 x darts • Two-piece back with 1 x dart each • Elasticized sections at side				18 x 3 each		
Trouser formal	Dark Beige Red Brown piping	• Fabric composition: 55/45 trevira/wool-plain weave, 270gm/m2 • Plain waistband with 62mm belt loops • Zip fly • Two slanted side pockets • One jetted pocket with button-hole • Bottom of trousers blind stitched • All stress points bartacked • Non-slip, rubberised insert in inside waistband • high quality woven polyester/cotton pocketing				49 x 3 each		

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Cardigan / Jersey	Red Brown	100% high bulk acrylic-10 gauge - V-neck - Set-in long sleeves - Re-enforced elbow patches - Shoulder straps with button and button holes to accommodate epaulettes - Double layer blind stitch hem and cuffs	Departmental logo - left chest		Initials & Surname & SA Flag - right chest	67 x 1 each		
Uniform Tie	Three tone Beige, Light Beige and Red Brown	100% Polyester - Fully washable - Crease resistant	Departmental logo			67 x 1 each		
Sun hat / peak cap	Three tone Light Beige & Beige & Red Brown	- Material: acrylic 6 panel structured - Pre-curved peak 4 row stitched sweatband - Self-fabric velcro strap	Departmental logo	Security		67 x 1 each		
COMBAT / NIGHT SHIFT WEAR								

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Combat Shirt	Two tone: Brown and Red Brown	- Fabric:65/35 polyester cotton poplin - Glad neck collar - Shoulder straps for epaulettes - Miltred flaps with mock button closure - Velcro tipped flaps 4 holes buttons - Pen hole sit	Departmental logo - left chest		Initials & Surname & SA Flag - right chest	67 x 3 each		
Combat Trouser	Red Brown	- Fabric:65/35 cotton twil weave 210gm/m - Patch pocket on right front 75mm belt loops - Two straight side pockets - One hip pocket with vecro closure - Self-material povketing and waistband - Permanent front and back seams - Draw cords at buttom of leg	No			67 x 2 each		
Jacket (Lumber)	Two tone Brown and Red Brown	- Smart zip front jacket - Collar to take gorgets - Fleece body lining - Two top flaps with button Eyelets - Pen pocket under - Two way side weapon zips	Departmental logo - left chest	Security	Initials & Surname & SA Flag - right chest	77 x 1 each		

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Socks	Brown	- Two way front zip 70% wool 30% Nylon - Chemically treated to protect from odor - Half-hose with reinforced heel and tone - One size fit all		No		67 x 5 pairs each		
Boots	Brown	- Leather 1150 Denier nylon mesh upper with reinforced - lace eyelets - Carbon rubber outsole for durability - Moisture-wicking tairbrelle lining - Steel shank for stability - Heel stabilizer,channel stitched heel and toe - Eva midsole for comfort and shock absorption		No		67 x 1 pair each		
Gloves	Brown	- Genuine leather gloves - Sheep skin and microfibre mix lining - Adjustable strap		No		67 x 1 pair each		

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Scarf	Dark Beige	• Fabric: wool	No			67 x 1 each		
Beanie	Dark Beige	• Fabric: wool	Departmental logo			67 x 1 each		
GENERAL								
Web Belt	Brown	• Nylon webbing • Plastic buckle with insert • Epoxy coated logo insert	Epoxy logo insert			67 x 1 each		
Epaulette	Dark Beige	• Fabric: Rubberized Epps 135mm-hard round inside capping • Rank structure: Plain Epaulettes with 1 Stripe Epaulettes with 2 Stripes Epaulettes with 3 Stripes	Yes			67 x 2 pairs each		
Rain Coat (Two piece)	Red Brown	• Waterproof • Zipped-up with concealed hood • Jacket with two side pockets • Over trousers with elastic waist band	Departmental logo - left chest	Security	Initials & Surname & SA Flag - right chest	67 x 1 each		

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ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Reflective Jackets	Light Bage & Brown	- FABRIC: 100 % Polyester knitting, flexible mesh fabric - SIZE: Universal - Length: 27" - Front Velcro closure - Conspicuity Tape Color: White or PVC for night time vision - The width of Conspicuity tape is 5 centimeters or 2 Inches - Stitch length: 8 pins per 3cms - GSM: 70 - Gender: Unisex	Departmental logo - left chest	Security	Initials & Surname & SA Flag - right chest	77 x 1 each		
PROTECTIVE CLOTHING								
Safety Boots	Black - Genuine leather	- Black - Lightweight - Genuine leather upper - Anti-slip outsole - Steel midsoles - Internal steel toecap - Lace-up - Padded upper ankle				10 x 1 pair each		

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Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

Building a Strong Society Together

ITEM	COLOUR	QUALITY	EMBROIDERY FRONT	EMBROIDERY BACK	NAME TAG	QUANTITY	UNIT PRICE	TOTAL PRICE
Cricket Hat	Two tone: Brown and Red Brown	• Heavy Brushed Cotton (100%) • Metal Eyelets • Cord With Side Toggle	Departmental logo			10 x 1 each		
SUB TOTAL 1								R.....
Design and provision of technical specification pack inclusive of computer assisted designs								R
Travelling for measurement and delivery								R.....
SUB TOTAL 2								R.....
VAT at 15% (if Applicable)								R.....
GRAND TOTAL								R.....

NB: The Department does NOT pay VAT to service providers that are not registered with SARS as VAT Vendors.

VAT NUMBER REGISTRATION (if applicable)

SUPPLIER NAME :

CONTACT PERSON :

SIGNATURE :

DATE :



ANNEXURE B:

List of References: Minimum Three (3)

Name	Description of service rendered	Value	Start	End	Contact No.	Contact Person

Service provider's name _____

Sign: _____

Date: _____

Designation: _____



ANNEXURE C (CONFIDENTIAL WHEN COMPLETED)

(POST AWARD SUBMISSION BY SUCCESSFUL SERVICE PROVIDER WITHIN 7 DAYS)

QUESTIONNAIRE: SERVICE PROVIDER/COMPANY

Please note that failure to provide the requested information would result in the disqualification of the Service Provider /Company from the Security Screening process.

Registered name of Company/Service Provider:

Trading name

Details of Company/Service Provider:

Postal Address:

Physical Address:

Web Address:

Company / CC Registration No:

UIF no:

Workman's Compensation no:

PSIRA no:

(Attach copy of certificate)

VAT no:

Tax (SARS) no:

(Attach copy of certificate)

PAYE Reg. no.

List of Directors:

Attach: fingerprints form, Fingerprints consent form and a copy of ID (certified)

Director Full names:

Gender

ID No.



Previous convictions /Summons /Judgement /Adverse/Collections

Full names:

Gender

ID No:

Previous convictions /Summons /Judgement /Adverse/Collections

Nature

Year

Outcome

Contracts previously awarded to Company/Service Provider:

Department:

Description:

Place:

Year:



Contact Persons at Company/Service Provider;

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

Name and Surname:	
Tel no:	
Cell no:	
E-Mail Address:	
Fax no:	

References/Contacts/acquaintances within the Department:

Names:	Position:	Relationship:



state security

State Security Agency
REPUBLIC OF SOUTH AFRICA

PERMISSION FOR FINGERPRINTS TO BE TAKEN (PERSONNEL/SECURITY CLEARANCE PURPOSES)

I,

The undersigned, with identity number

And residing at

Hereby give permission for my fingerprints to be taken by an authorized employee of the National Intelligence Agency or the South African Police Service.

Furthermore I grant permission for my fingerprints to be sent to the criminal record centre of the South African Police Service to obtain information concerning my criminal background, history, previous convictions and/or any other relevant information that may be provided by the criminal record centre on form SAP69, for personnel purposes exclusively.

SIGNED AT

ON

200

.....
SIGNATURE

WITNESSES

1.

2.



FINGERPRINTS FOR SECURITY CLEARANCE

IDENTITY NO.										MALE										FEMALE																													
SURNAME										FULL FIRST NAMES																																							
RACE										DATE OF BIRTH										COUNTRY AND PLACE OF BIRTH																													
THUMB										FOREFINGER										MIDDLE FINGER										RING FINGER										LITTLE FINGER									
1										2										3										4										RIGHT HAND									
6										7										8										9																			
LEFT HAND										RIGHT HAND																																							
Plain impressions of the our fingers taken simultaneously										Plain impressions of the our fingers taken simultaneously																																							
LEFT THUMB										FOR OFFICIAL USE ONLY										RIGHT THUMB																													
										FP NO.																																							
										CR NO.																																							
										FP CLASS																																							
IF YOU HAVE EVER BEEN CONVICTED OF ANY OFFENCE STATE PLACE, DATE AND SENTENCE:										SIGNATURE OF APPLICANT																																							
I CERTIFY THAT THE ABOVE APPLICANT'S SIGNATURE WAS PLACED ON THIS FORM IN MY PRESENCE.										SIGNATURE OF OFFICIAL RESPONSIBLE																																							
INITIALS AND SURNAME										DESIGNATION (RANK)																																							
BUSINESS ADDRESS										(STREET ADDRESS)																																							
DATE										PLACE																																							

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

contract.

- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Gender (Women ownership)	6	
No Franchise (Black ownership)	1	
Disability	3	
Promotion of enterprises located in the Eastern Cape Province	8	
Youth	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the supply of goods/works
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the
contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE